acap keep learning

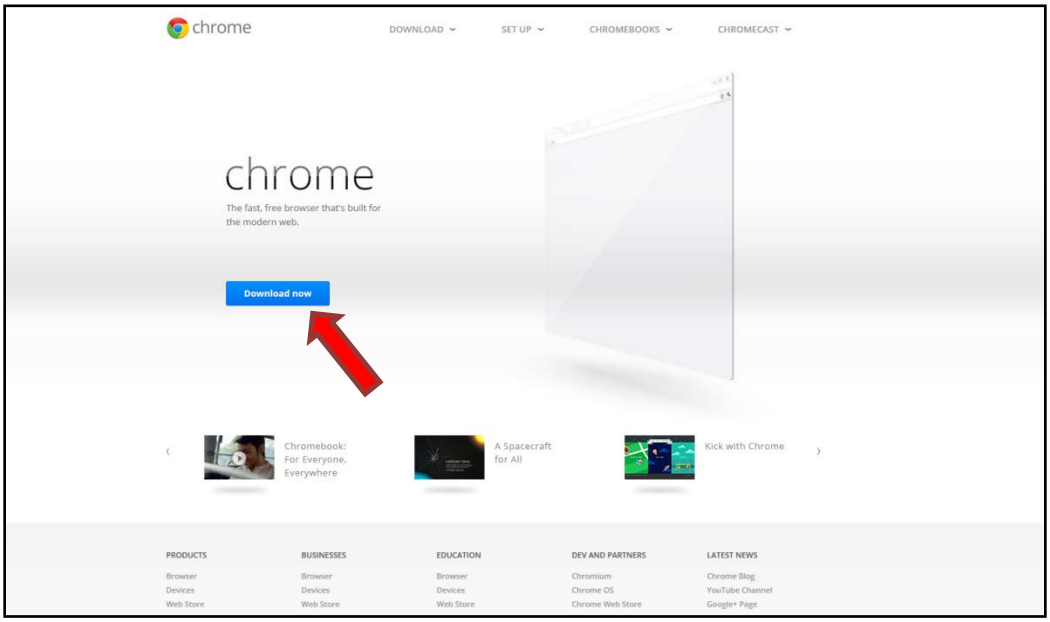
Australian College of Applied Psychology

SONIA – Agency Supervisor User Guide

Learning Contract

IMPORTANT: Electronic forms are most compatible with the free browser **Google Chrome.** If you need to save or print, you can ONLY do so using Chrome. We recommend you download chrome and set it as your default browser to avoid disappointment should you need to save or print. We apologise for this inconvenience.

Link to download Google Chrome: http://www.google.com/chrome/

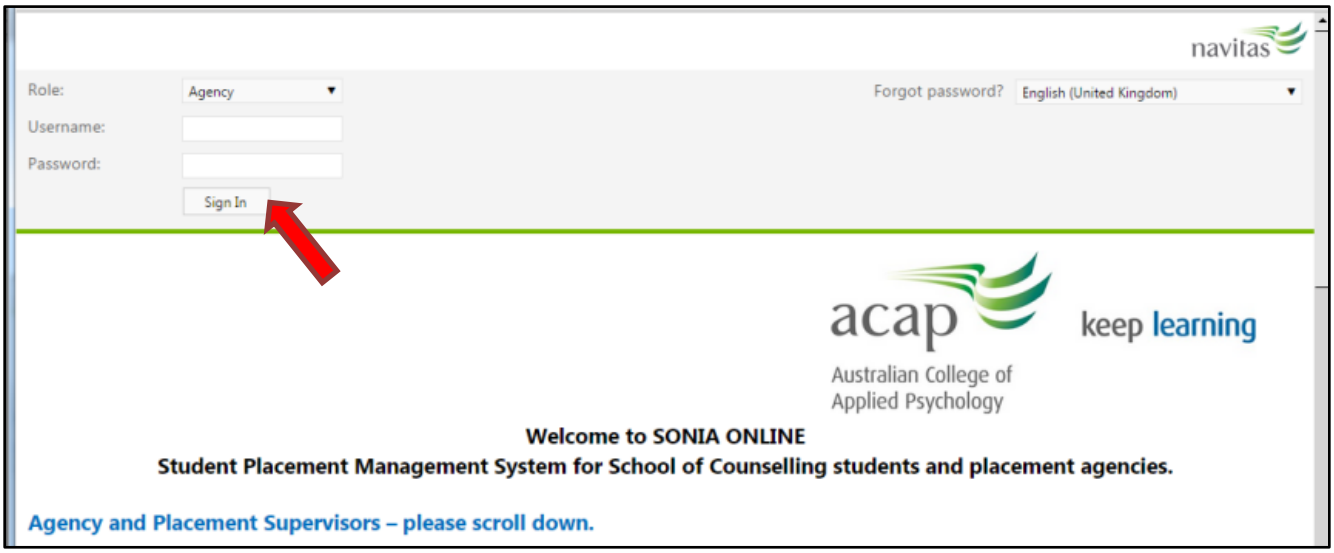


1. Copy and paste link into Google Chrome browser

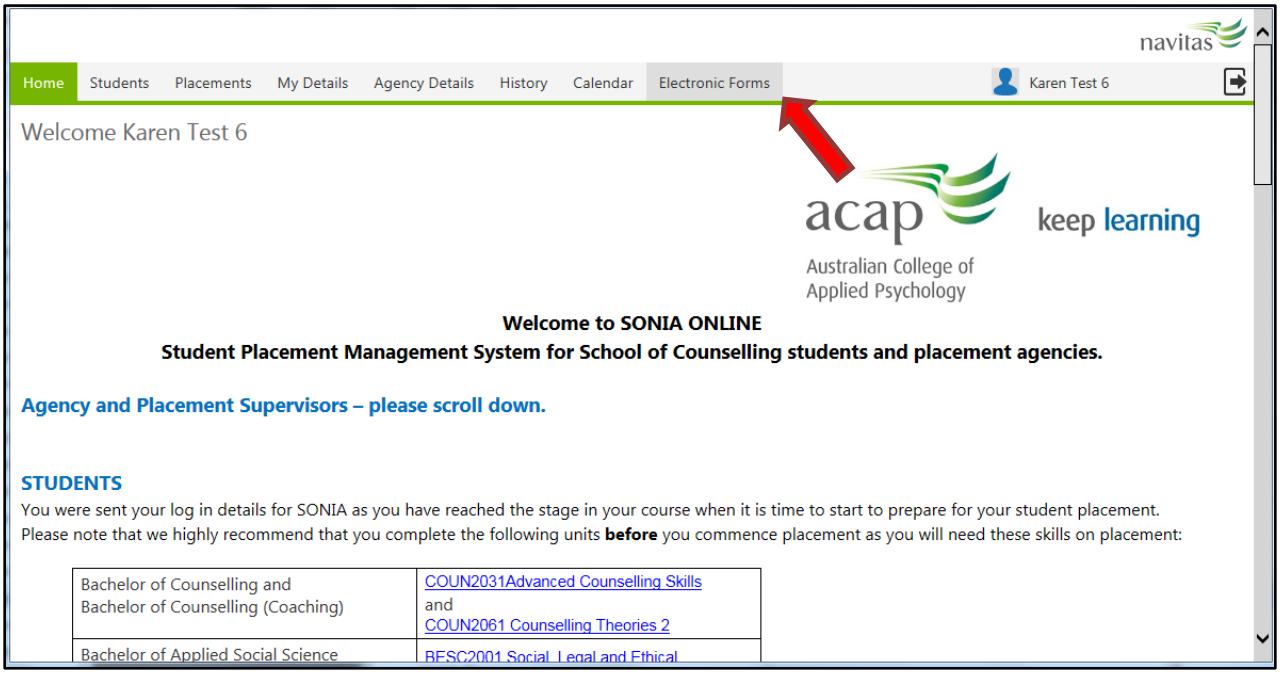
https://sonia.pep.navitas.com/SoniaOnline/Default.aspx?schoolid=2

2. Sign in to Sonia

Select:
Role: Agency
Username: Your email address
Password: (If you have forgotten your password you can reset using the 'Forgot Password' link on the homepage)
Click '**Sign In**'



3. Click on **'Electronic Forms'** from the home page


navitas
Home
Students
Placements
My Details
Agency Details
History
Calendar
Electronic Forms
Karen Test 6
Welcome Karen Test 6
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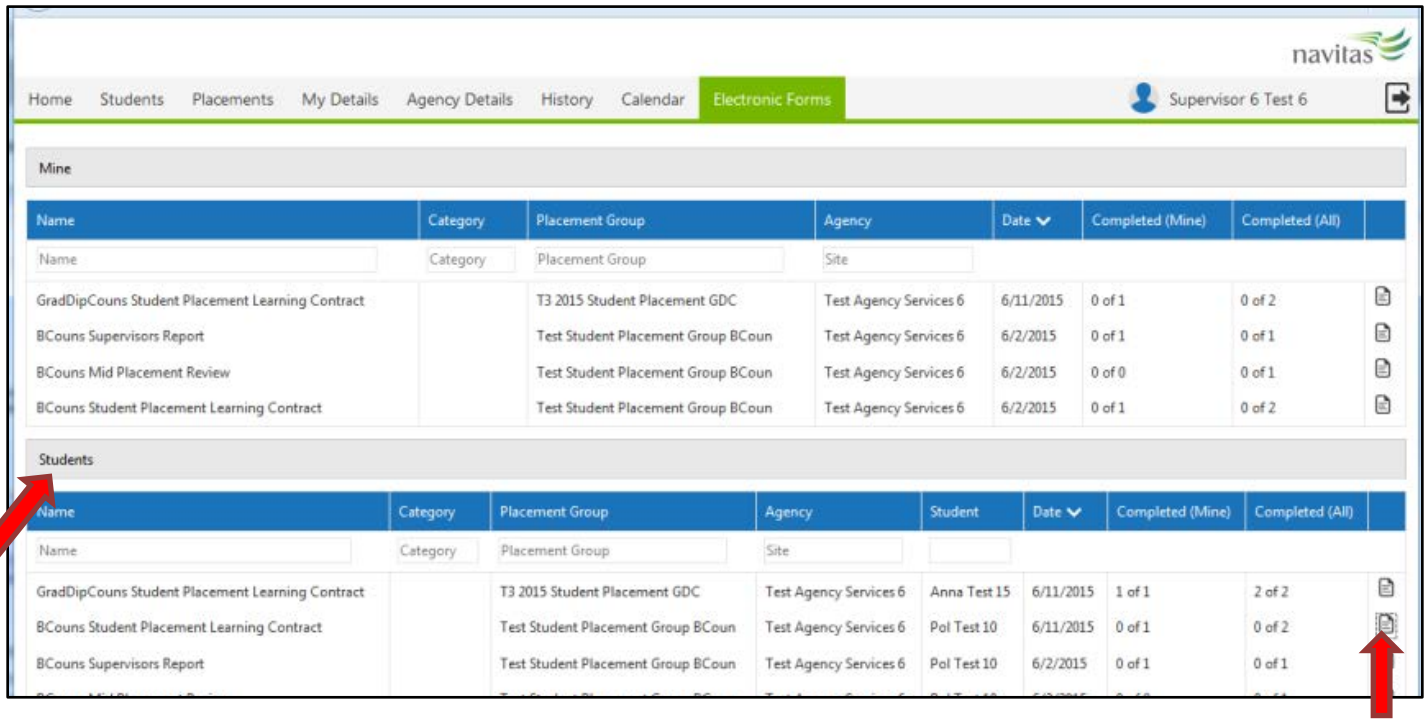
Australian College of Applied Psychology
Welcome to SONIA ONLINE
Student Placement Management System for School of Counselling students and placement agencies.
Agency and Placement Supervisors – please scroll down.
STUDENTS
You were sent your log in details for SONIA as you have reached the stage in your course when it is time to start to prepare for your student placement.
Please note that we highly recommend that you complete the following units before you commence placement as you will need these skills on placement:
Bachelor of Counselling and Bachelor of Counselling (Coaching)
COUN2031Advanced Counselling Skills and COUN2061 Counselling Theories 2
Bachelor of Applied Social Science
BESC2001 Social, Legal and Ethical

4. Electronic Forms page

Here you are able to access all electronic forms.

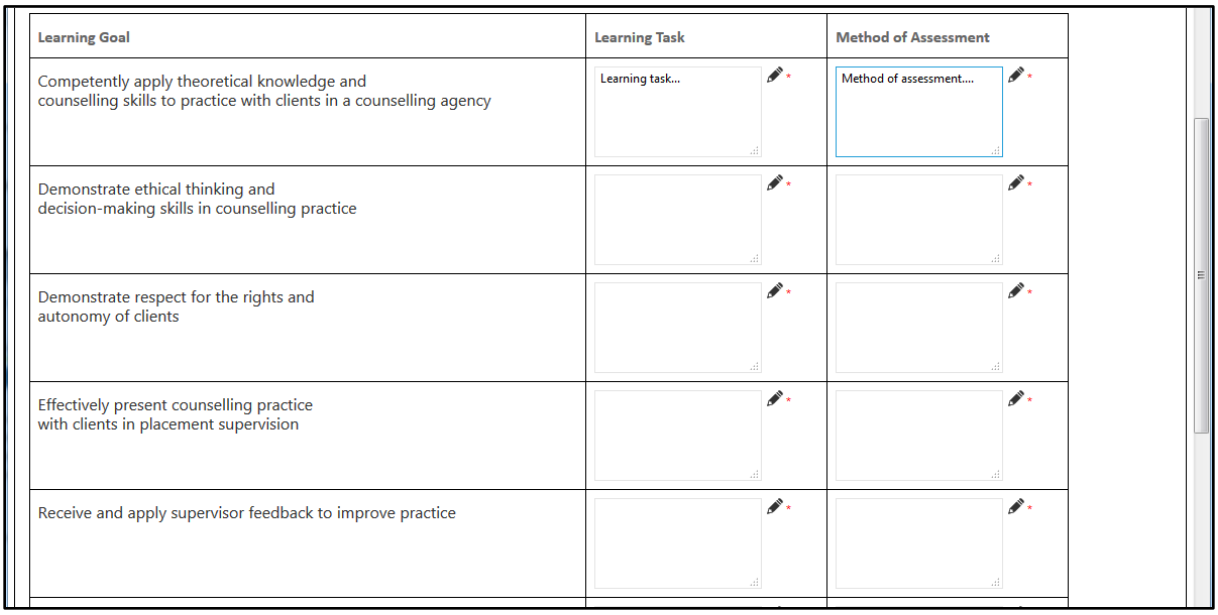
Ensure you complete the forms located under the "**Students**" heading so the student can view, edit and submit the form also.

To view the Learning Contract, click on the "**page**" icon on the right hand side.



5. Review form

Please read through all details the student has submitted.

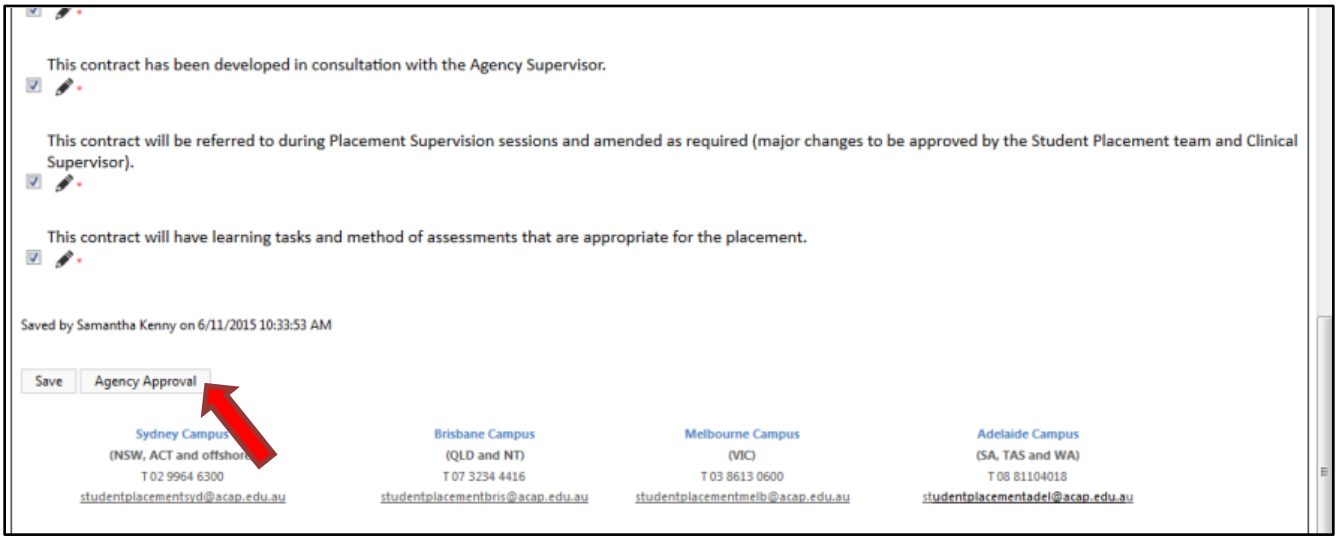


Learning Goal	Learning Task	Method of Assessment
Competently apply theoretical knowledge and counselling skills to practice with clients in a counselling agency	Learning task...	Method of assessment....
Demonstrate ethical thinking and decision-making skills in counselling practice		
Demonstrate respect for the rights and autonomy of clients		
Effectively present counselling practice with clients in placement supervision		
Receive and apply supervisor feedback to improve practice		

6. Approve

To approve, click on 'Agency Approval'.

If you wish to make changes please let your student know.


This contract has been developed in consultation with the Agency Supervisor.
This contract will be referred to during Placement Supervision sessions and amended as required (major changes to be approved by the Student Placement team and Clinical Supervisor).
This contract will have learning tasks and method of assessments that are appropriate for the placement.
Saved by Samantha Kenny on 6/11/2015 10:33:53 AM
Save
Agency Approval
Sydney Campus
(NSW, ACT and offshore)
T 02 9964 6300
studentplacementsyd@acap.edu.au
Brisbane Campus
(QLD and NT)
T 07 3234 4416
studentplacementbris@acap.edu.au
Melbourne Campus
(VIC)
T 03 8613 0600
studentplacementmelb@acap.edu.au
Adelaide Campus
(SA, TAS and WA)
T 08 81104018
studentplacementadel@acap.edu.au

If you need to save or print an electronic form, this can ONLY be done using the free browser Google Chrome. Available on the ACAP website is a user guide on 'Printing and Saving Electronic Forms', please visit Sonia Resources and User Guides.